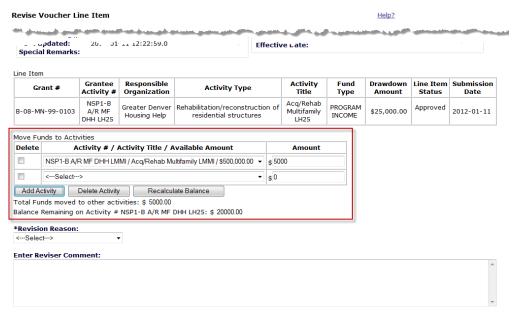# **DRAFT** DRGR FACT SHEET: Reviewing Draw Revisions

Revising a voucher line item is necessary when a disbursement needs to be moved from one activity to another. There are a number of reasons why grantees may need to revise a voucher line item:

- The activity ID the grantee selected when you created the voucher is incorrect.
- Excessive Draw: The grantee drew too many dollars for one activity when they created the voucher and now need to move a portion of the dollars to another activity within the same program and of the same fund type.
- Funds for a draw were issued incorrectly and the recipient returned the funds to the U.S. Treasury. When funds are returned to the U.S. Treasury, DRGR does not process them against an activity. Instead, it credits them to a generic adjustment activity under the project. These show as negative amounts in DRGR and are marked as COLLECTIONS in the transaction type.

Revising a voucher in DRGR is relatively simple. A grantee, however, must do its due diligence that the next draw is offset correctly and their internal systems and paperwork correspond to any changes in DRGR.

When revising a voucher line item, a grantee can transfer all or a portion of the original drawdown amount to a different activity or across multiple activities. All of the information will remain on the same voucher. However, the system will create new line items on the voucher to reflect the changes:

- If all of the money is moved to a different activity, DRGR creates one new voucher line item. This new line item is for the activity to which the drawdown funds are being transferred.
- If only part of the money is moved to a different activity, DRGR creates two new voucher line items. One of the new line items is for the activity receiving the transferred drawdown. The second line item created will have the balance of funds that stayed with the original activity.
- The original line item remains on the voucher but its status is changed to Revised. It can no longer be worked with unless the new voucher line items are not approved.

Revised vouchers must be APPROVED by the grantee approver.

Draw revisions will affect all QPRs, regardless of whether they have been approved or have not yet been submitted.

In cases where there have only been small adjustments for activities with a large amount of draws, it would be impossible to tell this since the amount of draws completed in the current quarter and the total cumulative draws would be positive amounts. In other cases where activities have been restructured and the original activity is being cancelled, this could show as negative draws on the QPR in the current quarter and the total amount drawn should end up as zero. This is required before a grantee can also reduce the obligation and budget down to zero and cancel the activity.

Grantee Activity Number:	11-361 CPLC Rehab SF LH25	
Activity Title:	CPLC Rehab SF LH25	

Activitiy Category:		Activity Status:	
Rehabilitation/reconstruction of residential structures		Under Way	
Project Number:		**Project Title:**	
360		Aq&Rehab SF	
Projected Start Date:		**Projected End Date:**	
02/11/2010		02/11/2013	
Benefit Type:		**Completed Activity Actual End Date:**	
Direct (HouseHold)			
National Objective:		**Responsible Organization:**	
NSP Only - LH - 25% Set-Aside		Chicanos Por La Causa, Inc.	

Overall	Oct 1 thru Dec 31, 2011	To Date
Total Projected Budget from All Sources	N/A	$6,652,312.00
Total Budget	$2,336,600.00	$6,652,312.00
Total Obligated	$16,248.66	$1,280,193.72
Total Funds Drawdown	$16,248.66	$1,280,193.72
Program Funds Drawdown	$1,736.00	$1,265,681.06
Program Income Drawdown	$14,512.66	$14,512.66
Program Income Received	$13,297.76	$431,796.69
Total Funds Expended	$16,248.66	$1,280,193.72
Chicanos Por La Causa, Inc.	$16,248.66	$1,280,193.72

In either case, DRGR training and support materials advise grantees to make notes in the QPR activity narrative to explain these situations. Unless grantees have made such notes, it can be difficult to see these changes at the QPR level since it is just a snapshot of draws. Regardless, HUD staff can still examine QPRs for compliance with requirements such as spending by national objectives and/or activity type. Any grantee or HUD user that wants to understand more about specific changes can always search for the voucher and look for any that show the status REVISED.

Search for Vouchers

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
153447	1	04/04/2011	B-08-DN-22-0001	CAAH for the Homeless RD-13 (NSRD)	Gulf Coast Housing Project/Capital Area Alliance-One Stop	PROGRAM FUND	Payment	$65,411.45	Completed	Maintain
153447	2	04/04/2011	B-08-DN-22-0001	CAAH/GCH-Scott Project RD-18 (NSRD)	Gulf Coast Housing Project/Capital Area Alliance-One Stop	PROGRAM FUND	Payment	$89,544.00	Completed	Maintain
153447	3	04/04/2011	B-08-DN-22-0001	2 Habitat for Humanity of LA HD-01 (NSHD)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$21,099.30	Revised	Maintain
153447	4	04/04/2011	B-08-DN-22-0001	4 Habitat for Humanity of LA HD-01 (NSHP)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$2,857.52	Revised	Maintain
153447	5	04/04/2011	B-08-DN-22-0001	2 Capital City South RD-20 (NSRP)	Louisiana Housing Finance Agency	PROGRAM FUND	Payment	$17,474.32	Completed	Maintain
153447	6	04/04/2011	B-08-DN-22-0001	Money Management Internation, Inc. (NSEC)	Money Management International	PROGRAM FUND	Payment	$4,684.07	Completed	Maintain
153447	7	04/04/2011	B-08-DN-22-0001	New Orleans Neighborhood Development (NSHP)	New Orleans Neighborhood Development Collaborative, Inc.	PROGRAM FUND	Payment	$65,562.91	Completed	Maintain
153447	8	04/04/2011	B-08-DN-22-0001	1Rays of Sonshine (NSRD)	Rays of Sonshine	PROGRAM FUND	Payment	$11,108.55	Completed	Maintain
153447	9	04/04/2011	B-08-DN-22-0001	Southern Mutual Help Association, Inc. (NSHP)	Southern Mutual Help Association, Inc.	PROGRAM FUND	Payment	$39,190.47	Revised	Maintain
153447	11	10/20/2011	B-08-DN-22-0001	2 Southern Mutual Help (NSHD)	Southern Mutual Help Association, Inc.	PROGRAM FUND	Payment	$7,441.44	Completed	Maintain
153447	10	10/20/2011	B-08-DN-22-0001	Southern Mutual Help Association, Inc. (NSHP)	Southern Mutual Help Association, Inc.	PROGRAM FUND	Payment	$31,749.03	Completed	Maintain
153447	12	10/04/2012	B-08-DN-22-0001	2 Habitat for Humanity of LA HD-01 (NSHD)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$20,992.34	Revised	Maintain
153447	13	10/04/2012	B-08-DN-22-0001	4 Habitat for Humanity of LA HD-01 (NSHP)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$106.96	Completed	Maintain
153447	14	01/17/2013	B-08-DN-22-0001	2 Habitat for Humanity of LA HD-01 (NSHD)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$20,804.97	Completed	Maintain
153447	15	01/17/2013	B-08-DN-22-0001	4 Habitat for Humanity of LA HD-01 (NSHP)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$187.37	Completed	Maintain
153447	17	01/17/2013	B-08-DN-22-0001	2 Habitat for Humanity of LA HD-01 (NSHD)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$2,600.20	Completed	Maintain
153447	16	01/17/2013	B-08-DN-22-0001	4 Habitat for Humanity of LA HD-01 (NSHP)	Habitat for Humanity State Support Org.	PROGRAM FUND	Payment	$257.32	Completed	Maintain

| 153447 | 1 | 04/04/2011 | B-08-DN-22-0001 | CAAH for the Homeless RD-13 (NSRD) | Gulf Coast Housing Project/Capital Area Alliance-One Stop | | | $65,411.45 | Completed | Maintain |

When any clicks on the MAINTAIN link for a revised item, they will see the entire voucher. Each of the line items that have been revised will be clearly marked. The effect in DRGR is that the total amount showing on the REVISED line item is not counted against the activity. Only COMPLETED line items will be counted. As indicated above, DRGR will add new line items showing the amounts and activities where the draws have been reassigned. If any funds are left on the original activity, that will also show as a new line item.

As of Release 7.3 in December of 2011, grantees are also required to select a reason category. While the grantee user with the draw approval role could always enter a comment about the draw, Release 7.3 also added comment fields for the person creating draws, allowing them to also enter notes providing more detail about the draw revisions.

Both the VIEW and DOWNLOAD PDF version of the page will also show the dates the voucher was submitted to LOCCS and the identities of the persons involved in creating and approving the voucher line items.

While the ability to search and view vouchers is helpful in examining changes to individual vouchers, the best resource for DRGR users to examine patterns in voucher revisions are voucher reports from Microstrategy that all users can view using the REPORTS tab. The voucher status reports include revised vouchers in a similar manner to the SEARCH VOUCHER function. However, the status of vouchers is displayed in columns on the right so the total amount of completed, cancelled, or revised vouchers can be see by adding up all entries in each column.

DRGR Voucher Report

Voucher Number: 153447
Voucher Created For: State of Louisiana
Created by: [redacted]
Creation Date: 04/04/2011
Print Date: 01/25/2013

Line Item #	Grant #	Grantee Activity #	Activity Type	Responsible Organization	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Payment Code	Paid Date
1	B-08-DN-22-0001	CAAH for the Homeless RD-13 (NSRD)	Construction of new housing	Gulf Coast Housing Project/Capital Area Alliance-One Stop	Rental Development	PROGRAM FUND	$ 65,411.45	Completed	04/04/2011	P00	04/05/2011
2	B-08-DN-22-0001	CAAH/GCH-Scott Project RD-18 (NSRD)	Construction of new housing	Gulf Coast Housing Project/Capital Area Alliance-One Stop	Rental Development	PROGRAM FUND	$ 89,544.00	Completed	04/04/2011	P00	04/05/2011
5	B-08-DN-22-0001	2 Capital City South RD-20 (NSRP)	Rehabilitation/reconstruction of residential structures	Louisiana Housing Finance Agency	Rental Development	PROGRAM FUND	$ 17,474.32	Completed	04/04/2011	P00	04/05/2011
6	B-08-DN-22-0001	Money Management Internation, Inc. (NSEC)	Homeownership Assistance to low- and moderate-income	Money Management International	Homebuyer Counseling and Train (NSEC)	PROGRAM FUND	$ 4,684.07	Completed	04/04/2011	P00	04/05/2011
7	B-08-DN-22-0001	New Orleans Neighborhood Development (NSHP)	Construction of new housing	New Orleans Neighborhood Development Collaborative, Inc.	Homeownership (HD -21)	PROGRAM FUND	$ 65,562.91	Completed	04/04/2011	P00	04/05/2011
8	B-08-DN-22-0001	1Rays of Sonshine (NSRD)	Rehabilitation/reconstruction of residential structures	Rays of Sonshine	Rental Development	PROGRAM FUND	$ 11,108.55	Completed	04/04/2011	P00	04/05/2011
10	B-08-DN-22-0001	Southern Mutual Help Association, Inc. (NSHP)	Construction of new housing	Southern Mutual Help Association, Inc.	Homeownership Development	PROGRAM FUND	$ 31,749.03	Completed	04/04/2011	P00	04/05/2011
15	B-08-DN-22-0001	4 Habitat for Humanity of LA HD-01 (NSHP)	Construction of new housing	Habitat for Humanity State Support Org.	Homeownership Development (AQ)	PROGRAM FUND	$ 187.37	Completed	04/04/2011	P00	04/05/2011
16	B-08-DN-22-0001	4 Habitat for Humanity of LA HD-01 (NSHP)	Construction of new housing	Habitat for Humanity State Support Org.	Homeownership Development (AQ)	PROGRAM FUND	$ 257.32	Completed	04/04/2011	P00	04/05/2011
17	B-08-DN-22-0001	2 Habitat for Humanity of LA HD-01 (NSHD)	Construction of new housing	Habitat for Humanity State Support Org.	Homeownership Development (AQ)	PROGRAM FUND	$ 2,600.20	Completed	04/04/2011	P00	04/05/2011
							Voucher Completed Total				$ 316,932.59
3	B-08-DN-22-0001	2 Habitat for Humanity of LA HD-01 (NSHD)	Construction of new housing	Habitat for Humanity State Support Org.	Homeownership Development (AQ)	PROGRAM FUND	$ 21,099.30	Revised	04/04/2011	P00	04/05/2011
4	B-08-DN-22-0001	4 Habitat for Humanity of LA HD-01 (NSHP)	Construction of new housing	Habitat for Humanity State Support Org.	Homeownership Development (AQ)	PROGRAM FUND	$ 2,857.52	Revised	04/04/2011	P00	04/05/2011
9	B-08-DN-22-0001	Southern Mutual Help Association, Inc. (NSHP)	Construction of new housing	Southern Mutual Help Association, Inc.	Homeownership Development	PROGRAM FUND	$ 39,190.47	Revised	04/04/2011	P00	04/05/2011
12	B-08-DN-22-0001	2 Habitat for Humanity of LA HD-01 (NSHD)	Construction of new housing	Habitat for Humanity State Support Org.	Homeownership Development (AQ)	PROGRAM FUND	$ 20,992.34	Revised	04/04/2011	P00	04/05/2011
							Voucher Revised Total				$ 84,139.63
							Voucher Total				$ 401,072.22

Line Item #12 Comments
Revision Originate, [redacted] (B[redacted]), 01/17/2013 10:29 AM
revision per LHC to move funds from 2 habitat NSHD to 4 Habitat NSHP
crq 107016493

Line Item #12, #13, #14; #15, #16, #17 Comments

Line Item #4 Comments
Revision Originate, [redacted] (B[redacted]), 01/17/2013 10:32 AM
revision per lhc to move funds from 4 habitat NSHP to 2 habitat NSHD

Line Item #3 Comments
Revision Originate, [redacted] (B[redacted]), 10/04/2012 03:56 PM
revision request from LHC to correct 106.96 from 2 habitat for humanity (NSHD) to 4 habitat for humanity (NSHP)

DRGR OLTP > Shared Reports > Standard Reports > HUD Field Office User Reports > **Fin Rept02a: DRAWS- Voucher Status by Line Item and QPR Begin Date- Grant Funds**

Home ▾   Tools ▾   Data ▾   Grid   Format ▾   Last update: 1/25/13 6:20:33 PM

VIEW FILTER   The filter is empty.   Add Condition   ☑ Auto-Apply changes

PAGE-BY: Grantee: State of Louisiana ▾   Grant Number: B-08-DN-22-0001 ▾   Grant Program: NSP ▾   Appropriation: NSP ▾   Metrics: Program Fund ▾   QPR Begin Date: 4/1/2011 ▾

◄ ◄ 1 2 of 2 pages ► ►| Data rows: 1 - 50 of 93 | Data columns: 3

Project ID	Project Title	Activity ID	Activity.Activity Title	Responsible Organization	Activity Type	Voucher Number	Voucher Item #	Drawdown Approval	LOCCS Submit Date	Paid Date	LOCCS Pay Code	Status	Completed	Revised	Revised Pending Approval
301	Rental Housing Development	CAAH for the Homeless RD-13 (NSHP)	Rental Development	Gulf Coast Housing Project/Capital Area Alliance-One Stop	Construction of new housing	153447	1	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$65,411.45	$0.00	$0.00
		CAAH/GCH-Scott Project RD-18 (NSHP)	Rental Development	Gulf Coast Housing Project/Capital Area Alliance-One Stop	Construction of new housing	153447	2	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$89,544.00	$0.00	$0.00
200	Homeownership Development	2 Habitat for Humanity of LA HD-01 (NSHD)	Homeownership Development (AQ)	Habitat for Humanity State Support Org.	Construction of new housing	153447	3	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$0.00	$21,099.30	$0.00
		4 Habitat for Humanity of LA HD-01 (NSHP)	Homeownership Development (AQ)	Habitat for Humanity State Support Org.	Construction of new housing	153447	4	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$0.00	$2,857.52	$0.00
301	Rental Housing Development	2 Capital City South RD-20 (NSRP)	Rental Development	Louisiana Housing Finance Agency	Rehabilitation/reconstruction of residential structures	153447	5	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$17,474.32	$0.00	$0.00
500	Homebuyer Counseling	Money Management Internation, Inc. (NSEC)	Homebuyer Counseling and Train (NSEC)	Money Management International	Homeownership Assistance to low-and moderate-income	153447	6	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$4,684.07	$0.00	$0.00
200	Homeownership Development	New Orleans Neighborhood Development (NSHP)	Homeownership (HD - 21)	New Orleans Neighborhood Development Collaborative, Inc.	Construction of new housing	153447	7	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$65,562.91	$0.00	$0.00
301	Rental Housing Development	1Rays of Sonshine (NSRD)	Rental Development	Rays of Sonshine	Rehabilitation/reconstruction of residential structures	153447	8	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$11,108.55	$0.00	$0.00
		Southern Mutual Help Association, Inc. (NSHP)	Homeownership Development	Southern Mutual Help Association, Inc.	Construction of new housing	153447	9	4/4/2011	4/4/2011	4/5/2011	P00	Processed	$0.00	$39,190.47	$0.00
						153447	10	10/20/2011	4/4/2011	4/5/2011	P00	Processed	$31,749.03	$0.00	$0.00
		2 Southern Mutual Help (NSHD)	Homeownership	Southern Mutual Help Association, Inc.	Construction of new housing	153447	11	10/20/2011	4/4/2011	4/5/2011	P00	Processed	$7,441.44	$0.00	$0.00
200	Homeownership Development	2 Habitat for Humanity of LA HD-01 (NSHD)	Homeownership Development (AQ)	Habitat for Humanity State Support Org.	Construction of new housing	153447	12	10/4/2012	4/4/2011	4/5/2011	P00	Processed	$0.00	$20,992.34	$0.00
		4 Habitat for Humanity of LA HD-01 (NSHP)	Homeownership Development (AQ)	Habitat for Humanity State Support Org.	Construction of new housing	153447	13	10/4/2012	4/4/2011	4/5/2011	P00	Processed	$106.96	$0.00	$0.00
		2 Habitat for Humanity of LA HD-01 (NSHD)	Homeownership Development (AQ)	Habitat for Humanity State Support Org.	Construction of new housing	153447	14	1/18/2013	4/4/2011	4/5/2011	P00	Processed	$20,804.97	$0.00	$0.00
		4 Habitat for Humanity of	Homeownership	Habitat for Humanity State	Construction of new housing	153447	15	1/18/2013	4/4/2011	4/5/2011	P00	Processed	$187.37	$0.00	$0.00

Two other reports have been added that are specific to draw revisions to help users examine patterns across draw revision. The first draw revision report shows the amount of funds that have been moved from one activity to another as well as amounts that remain on the existing activities. In the example below showing the voucher revisions for the voucher shown about (#153447), the amounts circled are the amounts moved to different activities while the ones with lines leading to them are the amounts that remained on the original activities.

DRGR OLTP > Shared Reports > Standard Reports > HUD Field Office User Reports > **Fin Rept02c: Voucher Revision Report - Grant Funds**

Home ▾   Tools ▾   Data ▾   Grid   Format ▾   Last update: 1/25/13 6:

VIEW FILTER   The filter is empty.   Add Condition   ☑ Auto-Apply changes

PAGE-BY: Grantee: ▬▬▬▬ ▾   Grant Number: ▬▬▬▬ ▾   Status: Revised ▾

◄ ◄ 1 2 3 of 3 pages ► ►| Data rows: 51 - 100 of 113 | Data columns: 1

Voucher Number	Voucher Creator	Creation Date	Drawdown Approver	Approval Date	Item #	From Activity	To Activity	Revised Amount
149956	B▬▬▬	2/18/2011	C▬▬▬	2/18/2011	1	1Rays of Sonshine (NSRD)	2 Rays of Sonshine RD-07 (NSRD)	$2,610.00
				4/12/2011	7	2 Rays of Sonshine RD-07 (NSRD)	1Rays of Sonshine (NSRD)	$2,610.00
151823	B▬▬▬	3/15/2011	C▬▬▬	3/15/2011	2	Southern Mutual Help Association, Inc. (NSHP)	2 Southern Mutual Help (NSHD)	$12,861.80
							Southern Mutual Help Association, Inc. (NSHP)	$58,534.62
151913	B▬▬▬	3/16/2011	C▬▬▬	3/16/2011	7	Southern Mutual Help Association, Inc. (NSHP)	2 Southern Mutual Help (NSHD)	$34,673.10
							Southern Mutual Help Association, Inc. (NSHP)	$139,668.92
153447	B▬▬▬	4/4/2011	B▬▬▬	4/4/2011	3	2 Habitat for Humanity of LA HD-01 (NSHD)	2 Habitat for Humanity of LA HD-01 (NSHD)	$20,992.34
							4 Habitat for Humanity of LA HD-01 (NSHP)	$106.96
					4	4 Habitat for Humanity of LA HD-01 (NSHP)	2 Habitat for Humanity of LA HD-01 (NSHD)	$2,600.20
							4 Habitat for Humanity of LA HD-01 (NSHP)	$257.32
					9	Southern Mutual Help Association, Inc. (NSHP)	2 Southern Mutual Help (NSHD)	$7,441.44
							Southern Mutual Help Association, Inc. (NSHP)	$31,749.03
			B▬▬▬	10/4/2012	12	2 Habitat for Humanity of LA HD-01 (NSHD)	2 Habitat for Humanity of LA HD-01 (NSHD)	$20,804.97
							4 Habitat for Humanity of LA HD-01 (NSHP)	$187.37
154273	B▬▬▬	4/13/2011	C▬▬▬	4/13/2011	1	1 Kentwood RD-21 (NSRD)	1 Kentwood RD-21 (NSRD)	$17,444.38
							3 Capital City South RD-20 (NSRD)	$68,929.62
				4/13/2011	5	Southern Mutual Help Association, Inc. (NSHP)	2 Southern Mutual Help (NSHD)	$3,410.23
							Southern Mutual Help Association, Inc. (NSHP)	$9,278.23
			B▬▬▬	1/25/2013	8	1 Kentwood RD-21 (NSRD)	1 Kentwood RD-21 (NSRD)	$6,793.82
							2 Habitat for Humanity of LA HD-01 (NSHD)	$10,650.56

The other new voucher revision report shows the reason for each voucher line item. Since categories and comments are entered at the voucher and/or revision level, the same reason category and comments may show across multiple line items if action was taken across more than one at a time.

Using the SEARCH VOUCHER functions and Microstrategy report, DRGR users can examine both individual revised vouchers and patterns across revised vouchers.